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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : RFB/BI - Mrs. Barbara B. Finke

DATE: May 20, 1959

FROM : ICD/RS - Converse Hettinger *CH*

SUBJECT: Annual End-User Summary Reports on Foreign Service Officers and Foreign Service Reserve Officers.

1. Once again it is time to prepare Annual End-User Summary Reports (Form DS-973) on Foreign Service Officers and on Foreign Service Reserve Officers. As you know, these Summary Reports, unlike despatch appraisals and the annual intelligence evaluation of each post's reporting, are included in individual officers' performance folders, thus influencing future assignments and promotions. It is most important, therefore, that these reports be prepared carefully, thoughtfully, and objectively, and it is hoped that you will find it possible personally to review reports prepared by members of your staff, before they leave your office.

2. Instructions for preparing the reports will be found on the back of Form DS-973 itself, and additional guidance is contained in the section on Annual End-User Summary Reports commencing on page 7 of the INR "Handbook for Appraisal and Evaluation of Foreign Service Reporting", published and distributed in November 1958. [Should any problems arise in connection with the preparation of these reports, Requirements Staff officers will be glad to be of assistance.]

Since the Annual End-User Summary Reports are due in PER/POD on June 15, 1959, they should be sent to ICD/RS in duplicate, not later than June 12. Your cooperation in adhering to this deadline will be greatly appreciated.

cc: PER/POD - Mr. Frederick W. Darnell  
RFB - Mr. Richard A. Johnson

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State Dept. review completed